

TO: REGULATIONS CONTROL STAFF, 101 [REDACTED]

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CONCURRENCE SHEET

25X1A

PROPOSED ISSUANCE: R [REDACTED] Records Management
Draft dated 12 August 1955

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No. [REDACTED]
- (c) Classification
- (d) Distribution

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SIGNED [REDACTED]

Signature [REDACTED]

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22 August 1955

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COMMENT

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Due: 2 September 1955

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R [REDACTED]

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REGULATION
NO. [REDACTED]

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RECORDS MANAGEMENT

Rescission: CIA Regulation No. [REDACTED]

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1. GENERAL

This regulation provides for a continuing Agency Records Management Program to control and improve records from their creation or receipt to their disposition. It is based on the Federal Records Act of 1950 and other applicable statutes and regulations.

2. SCOPE

- a. All activities of the Agency in headquarters and at [REDACTED] field installations, except operational projects of the Deputy Director (Plans), are subject to this regulation. 25X1A
- b. The Records Management Program consists of the following elements:
 - (1) Reports Management - The analysis, improvement, and control of administrative reporting.
 - (2) Correspondence Management - The application of improved uniform style standards and procedures for the preparation and handling of correspondence.
 - (3) Forms Management - The analysis, design, and control of forms.
 - (4) File Standards - The establishment of standard procedures, equipment, and supplies for file maintenance.
 - (5) Records Systems - The application of improved systems and equipment to facilitate records operations.
 - (6) Records Disposition - The economical and systematic disposition of Agency records including their preservation, retention, transfer, and disposal according to approved schedules.

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- (7) Vital Materials - The timely selection, transfer to, and maintenance in a repository, of records essential to operation of the Agency in an emergency.

3. POLICIES

- a. The Agency Records Management Program shall be administered on a decentralized basis through area programs governed by the following policies:
- (1) Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.
 - (2) Measures shall be taken to ensure that essential records are created and maintained by the most efficient and economical methods. The creation of nonessential records and unauthorized reports and forms shall be prevented.
 - (3) Records essential to emergency operations of the Agency shall be currently deposited at the relocation site.
 - (4) The Agency Records Center shall be the facility for storing, processing, and servicing Agency records, regardless of security classification or sensitivity, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as the Agency archival facility.
 - (5) Records control schedules shall be developed to identify and preserve records of permanent value; to provide for the scheduled removal of noncurrent records from office space and filing equipment to economical Records Center storage; and to provide for the scheduled destruction of records of temporary value.

4. RESPONSIBILITIES

- a. The Chief, Management Staff, serves as Agency Records Officer and Archivist. As such, he is responsible for:
- (1) Directing and coordinating the Agency Records Management Program by providing basic plans, policies, procedures, and staff guidance for area programs.

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- (2) Providing forms analysis, design, and reference services including the approval of new or revised forms and requests for reprints.
 - (3) Reviewing and approving records control schedules and requests for equipment, services, and supplies to the extent necessary to assure compliance with program requirements.
 - (4) Technically supervising Records Center and Vital Materials Repository operations.
 - (5) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on all records management matters, including obtaining Congressional authorizations for the retention and disposal of records.
 - (6) Conducting operational audits of area programs to promote their effectiveness.
- b. The Deputy Directors or their designees are responsible for:
- (1) Establishing and maintaining area programs in accordance with requirements and procedures promulgated by the Management Staff.
 - (2) Designating in writing to the Chief, Management Staff, the individuals who will be responsible for administering area records management programs.
 - (3) Rendering such reports as may be required by regulation.

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